

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Deputy Public Works Director/City Engineer	Job Family: 3
General Classification: Management	Job Grade: 48

Definition: To plan, organize, direct and coordinate the activities of the Engineering Division including engineering design, development review, construction contract administration and inspection, traffic engineering and transportation planning; to coordinate these activities with other divisions and departments; sign plans, maps and documents as Deputy Public Works Director/City Engineer; and to represent the department in the absence of the Director, as assigned.

Distinguishing Characteristics: Receives general direction from the Public Works Director. Exercises direct and indirect supervision over assigned professional, technical and clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Manage, oversee, coordinate, review and participate in the Engineering Division activities including engineering design, development review, construction management, traffic engineering and transportation planning.
2. Direct, oversee and participate in the development of the engineering work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
3. Represent the Engineering Division and Public Works Department to outside agencies, the public and within the City organization.
4. Assist in the development and implementation of department goals, objectives, policies and procedures.
5. Supervise, direct and coordinate special engineering studies; prepare reports and findings.
6. Prepare the Engineering Division operating budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
7. Administer contracts; direct and coordinate the work of professional consultants and outside contractors.

8. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations, evaluate staff.
9. Perform duties of City Engineer.
10. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of civil and traffic engineering and assessment district formation and financing; principles and practices of policy development and implementation; principles and practices of business correspondence and report writing; pertinent, local, State and Federal laws, rules and regulations, e.g., CEQA, Subdivision Map Act, Streets and Highway Code; budgeting procedures and techniques; principles and practices of organization, administration, budget and personnel management.

Ability to: Organize, direct and implement a comprehensive engineering services program; manage complex administrative and engineering contracts; prepare and administer an operating and capital budget; supervise, train and evaluate staff; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; negotiate and manage professional consulting service contracts.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of increasingly responsible experience in civil engineering, including two years of supervisory responsibility; and equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

Required Licenses or Certificates: Possession of a California driver's license; possession of a California Certificate of Registration as a professional civil engineer.

Established February 1980

Revised May 1995

CLASS SPECS

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